

YOUTH SERVICES POLICY

Title: Detention and Location of Youth Pending Secure Assignment Next Annual Review Date: 04/17/2014	Type: D. Community Based Services Sub Type: 10. Supervision Number: D.10.15
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References: La. Children's Code Arts. 306, 814, 815, 822; ACA Standard 2-7170 (Juvenile Probation and Aftercare Services); YS Policy Nos. C.5.2 "Regional Office Duty Officers & Facility Administrative Duty Officers (ADOs) Reporting of Serious Incidents" and D.10.34 "Pending Secure and Non-Secure Placement – Provision of Services While in Detention"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 04/17/2013

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish procedures for the detention of youth and the location of youth who are in the custody of YS, OJJ pending assignment to a secure care center for youth.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Regional Managers, and all Community Based Services (CBS) employees.

IV. DEFINITIONS:

Agency - Youth Services, Office of Juvenile Justice

Community- Based Services (CBS) - Includes the regional probation and parole offices located throughout the state.

Juvenile Electronic Tracking System (JETS) - The centralized database utilized to track all youth in OJJ custody or under OJJ supervision, and to record all case record activity

Regional Managers - Managers of the CBS regional offices located throughout the state.

Unusual Occurrence Report (UOR) - A UOR is a document that must be completed by any staff involved in a use of force/physical intervention, any staff that witnesses such an incident, any staff that is in the area of the incident, or any employee who receives a report by a youth of such an incident. A UOR must also be completed by staff witnessing any occurrence out of the ordinary, regardless of the magnitude of that occurrence. A UOR may be required for other extraordinary events as required by policy.

V. POLICY:

It is the Deputy Secretary's policy that youth shall be detained in accordance with the Louisiana Children's Code.

The Agency shall take whatever actions are within its scope and resources to ensure a youth committed to the Agency's custody, with a recommendation for secure placement, is detained in a detention facility until admitted to a YS secure center for youth.

VI. PROCEDURES:

- A. When ordered by the court to detain a youth, YS shall ensure the youth is placed in a juvenile detention facility where he/she shall be seen a minimum of once (1x) per month by the assigned PPO/J pursuant to YS Policy No. D.10.34 "Pending Secure and Non-Secure Placement - Provision of Services While in Detention".
- B. In the event the court orders the youth to be held in an adult facility, the youth shall be separated from adult offenders by sight and sound.
- C. When a youth in YS custody, adjudicated for a HIGHEST category offense according the "Severity of Offense Scale" [refer to YS Policy No. B.2.2(k)] is not detained, placed in a contract facility or is released, the CBS staff shall report the incident to the appropriate Regional Director before the end of their tour of duty. A "Case Narrative" entry shall be entered in JETS indicating the notification was made.

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- D. A UOR [refer to YS Policy No. C.2.6(b)] shall be completed in JETS by the Regional Manager/designee and sent to the appropriate Regional Director within two (2) working days of the youth's release.

The UOR shall contain the following information:

1. Nature of the committing offense;
 2. Noteworthy circumstances surrounding the case;
 3. Reason the youth is not being detained;
 4. Estimation of the youth's threat to public safety; and,
 5. Efforts being made to secure a placement in a detention center.
- E. JETS shall be updated immediately by the assigned PPO/J to reflect the youth's location.
- F. If a youth who has been committed to the Agency and is living at home is arrested for any offense, the appropriate Regional Director shall be notified immediately via email after learning of the arrest. A UOR shall be sent to the appropriate Regional Director by the assigned PPO/J within two (2) working days unless the incident has been previously reported by the Regional Duty Officer pursuant to the guidelines established in YS Policy No. C.5.2 "Regional Office Duty Officers, and Facility Administrative Duty Officers (ADOs) Reporting of Serious Incidents.

The UOR shall contain the following information:

1. Nature of the offense;
2. Noteworthy circumstances surrounding the offense; and,
3. Whether the youth was detained.

Previous Regulation/Policy Number: D.10.15

Previous Effective Date: 12/03/2011

Attachments/References: